



SAFETY SPECIALIST

Position Summary

The purpose of this position is to prevent, reduce and eliminate harm, injury or illness in district work environments. The Safety Specialist provides technical direction, training and process supervision for the Asbestos Removal Management Program to employees, contractors and consultants engaged in asbestos removal, hazardous waste disposal, Integrated Pest Management (IPM), and other general maintenance work subject to occupational safety and health federal and state regulations. This position assists in the development and maintenance of a safe environment by providing leadership in planning, scheduling, and monitoring of projects. Additionally, the Safety Specialist is involved in creating the district's calm and methodical management of emergency events. The incumbent of this position serves as an informational resource and advisor to the Facilities Department regarding safe procedures pertaining to specified programs.

Supervisory Relationship

This position reports to the Director of Facilities Management, Facilities and Maintenance Manager and/or other administrative supervisory personnel as delegated for guidance and direction. As a designated lead worker and advisor to employees this position also oversees the work of other maintenance personnel as it pertains to safe work practices, safe working conditions and safe environments related to asbestos removal, hazardous waste disposal, integrated pest management and emergency response projects.

Essential Functions

1. Develop, implement and maintain an Asbestos Management Plan for each district building as mandated by the Asbestos Hazard Emergency Response Act.
2. Inspect and sample all district buildings for asbestos containing material.
3. Develop and implement work procedures, practices and techniques which meet federal, state and District safety regulations.
4. Partner with appropriate departments to conduct safety inspections and to ensure safe work practices and accident preventive precautions are adhered to.
5. Investigate injuries/illnesses and initiate corrective and preventive actions.
6. Write or otherwise develop technical bid specifications for contracted asbestos removal and re-insulation and other put- back projects.
7. Manage the solicitation process and recommend awards.
8. Inspect contracted services for conformance to bid specifications.
9. Provide information concerning the District's asbestos program to staff, parents, students, regulatory agencies, interested community members, other school districts and the general public.
10. Serve as the point of contact to Lane Regional Air Pollution Agency (LRAPA) and other agencies on compliance issues, and as Local Education Designated (LEA) to Oregon Department of Education (ODE).
11. Take bulk samples and air samples as needed to determine presence of asbestos fibers, and may perform other asbestos removal/abatement work as required (see Asbestos

- Technician and Asbestos Technician Specialist classifications.)
12. Provide new hire and ongoing training to district staff on occupational safety and health.
 13. Maintain records of training as required by law.
 14. Partner with the Human Resources to investigate accidents, recommend corrective actions, and maintain records.
 15. Serve as an information resource and provide technical expertise regarding safe work environment and practices.
 16. Conduct or supervise gas free engineering for personnel who enter confined spaces space entry protocol (i.e. sewage dry wells, underground storage tanks, utility tunnels & chases, etc.)
 17. Determine need for personal protective equipment and clothing, respiratory protection equipment, and other safety equipment. Ensure Personal Protective Equipment, first aid supplies and first aid kits are provided and adequately placed in conformance with department needs and regulations.
 18. Maintain and protect confidentiality of personnel records dealing with occupational illnesses and accidents, hearings and periodic physical examinations.
 19. Respond to general safety questions and inquiries.
 20. Coordinate safety programs and routine building inspections in accordance with the district's property and maintenance program.
 21. Perform other safety management responsibilities within the general framework of safety planning, accident prevention, safety awareness, and OSHA regulations.
 22. Plan, coordinate, and schedule the proper disposal of hazardous waste generated by the District in compliance with all applicable Federal, State, and local regulations. Maintain records of hazardous waste shipments.
 23. Provide first response to any release of hazardous waste materials. Inspect and determine problems and take corrective actions. Document incidents and report to proper authority.
 24. Jointly with Human Resources conduct annual inspections and accompany regulatory officials on building inspections. Initiate and document corrective actions based on these inspections.
 25. Respond to, investigate, and follow-up on Indoor Air Quality issues and corrective actions.
 26. Manage the inspection and maintenance process for fire extinguishers and kitchen exhaust hood extinguishing systems.
 27. Provide annual playground inspections and oversight of periodic inspections by Maintenance and Custodial staff.
 28. Serve as District resource for 2-way radio communications. Maintaining records, providing training, facilitating upgrades, reprogramming and other duties related to the Districts use of 2-way radios.
 29. Participate in emergency and disaster planning on community, district, and building levels, including interface with other agencies.
 30. Participate in earthquake preparedness planning, including the identification of non-structural earthquake hazards.
 31. Advise on chemicals and pesticide usage for the Integrated Pest Management Program (IPM) which deals with the efforts to maintain the safest and most sustainable buildings and grounds possible with minimum pesticide use of chemicals.
 32. Maintain and update the collection of Safety Data Sheets for all hazardous products in use by District staff, and ensure that a complete updated set of the information is in every district building.
 33. Ensure communication and reporting is completed for regulatory requirements.
 34. Travel to all district locations.
 35. Perform other related work as required, including lead worker responsibilities and

- activities associated with the District's loss control efforts.
36. May be required to work additional hours and over weekends in the event of emergency situations.
 37. Maintains regular and prompt attendance.
 38. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Possession of certifications pertaining to the Asbestos Abatement Program, Hazardous Waste Program, and any other maintenance programs to be assigned as required.
2. Knowledge of general methods and techniques related to safe work practices and occupational safety and health programs. General knowledge of the Federal Occupational Safety & Health Act (OSHA) and the Oregon Safe Employment Act (OSEA).
3. Working knowledge of safety codes, standards, concepts, and principles required.
4. Strong interpersonal communication skills and ability to communicate effectively, both orally and in writing with various stake holders.
5. Ability to perform accurate mathematical computations and maintain accurate records.
6. Ability to develop safety reports and provide recommendations based on supporting data and information.
7. Ability to instruct and train other staff members on safety issues and requirements.
8. Ability to ensure that proper safety equipment/clothing is used and work is performed in a safe manner.
9. Knowledge of safety monitoring equipment and the operation thereof (such as air sampling equipment, negative air machines, etc.)
10. Ability to effectively interact with, and develop cohesiveness among, staff, parents, administrators, and the general public.
11. Ability to respond to emergency situations in a calm and analytical manner.
12. Ability to take immediate corrective actions in emergencies.
13. Knowledge of chemical storage and reporting practices.
14. Ability to recharge fire extinguishers and knowledge and ability to maintain fire extinguisher records.
15. Ability to investigate and resolve indoor air quality issues.
16. Knowledge of IPM laws, policies, and practices.
17. Proficient in Microsoft office products to perform job duties.

Minimum Qualifications

- Five (5) years of experience in the field of safety management or occupational safety.
- Training and certifications in occupational health, safety or a related discipline.
- Possession of or the ability to obtain all required state certifications or credentials in the areas of asbestos removal (inspector/management planner and project designer) and/or hazardous materials handling (as defined by OSHA 29 CFR 1910.120.)
- Possession of or the ability to obtain all required state certifications or credentials in the areas of pesticide application and as an Integrated Pest Management Coordinator.
- Possession of or the ability to obtain OSHA 30 Hour General Industry card.
- Or any combination of education and experience that will yield the experience and education required.
- Valid driver's license.

Preferred Qualifications

- Certifications in industrial hygiene.
- Certified safety professional
- EPA accredited project designer.

Work Environment

- Work is performed in office settings, industrial building areas, indoors and outdoors on various district properties.
- Work is subject to hazards including: a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat and exposure to an average range of hazards from confined space, elevations greater than 4' above adjacent surfaces, mechanical, electrical, chemical, or biological sources.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- Work requires regularly moving objects weighing between 25 to 75 pounds, must be able to frequently traverse short and long distances on various types surfaces in various weather conditions to accomplish tasks, ascending or descending ladders, stairs, scaffolding, ramps, poles and other aerial equipment.
- Employees must be able to remain in a stationary position for prolonged periods of time.
- Must be able to position and reposition oneself in restricted spaces, including crawl spaces, narrow aisles and passage ways and small rooms.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 15
Approved by	Cydney Vandercar Asst. Superintendent for Administrative Services
Last revised	August 1, 2018